

## Update a Blanket Purchase Agreement (QRG)

Applies to:	Ameren Supplier					
Description:	Update a Blanket Purchase Agreement					
Sub-Application	Oracle Cloud ERP					
Prerequisites	None					
Estimated Time to Completion	5 - 10 minutes					

#### Introduction

This article can be used by Ameren Suppliers to update a Blanket Purchase Agreement pricing, description etc.

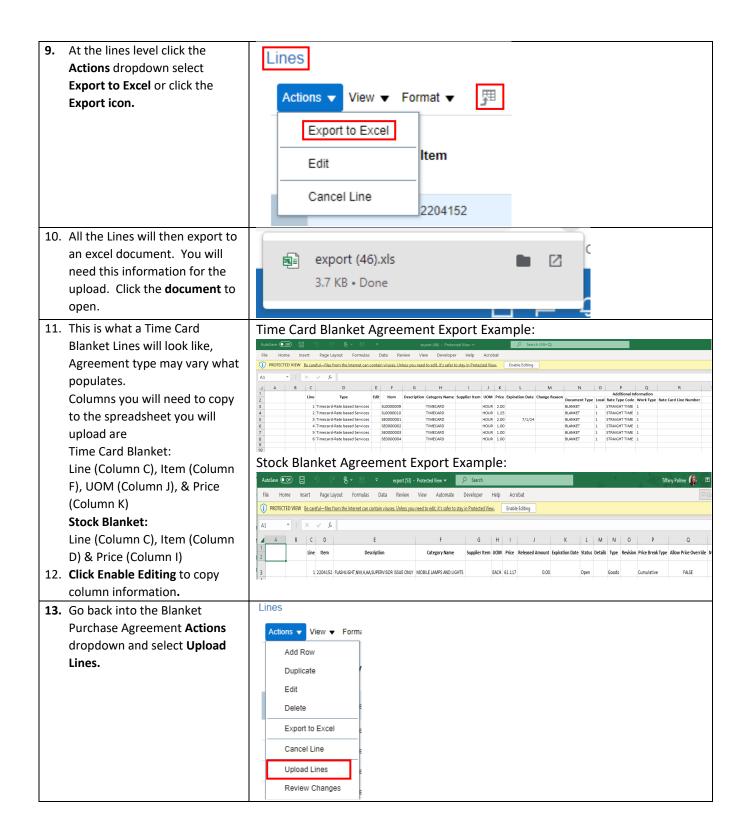
#### **Complete these steps:**

Step	Illustration	
1. Login to the Portal NOTE: if you do not know your password click on the Forgot Password link, put in your username (your email address) and the system will send you a code to use to login)	Image: Sector	
2. Click on the Supplier Portal		
	Good morning, CAROL CARPUNKY	
	Supplier Portal Procurement Tools Others	
	APPS	



# Update a Blanket Purchase Agreement (QRG)

3.	Under the Agreements section	Need Help?	
	click on Manage Agreements.	Mameren 🔍	□ Û Û
		Supplier Portal	
		Search Orders V Order Number	
		Tasks Orders	6
		Manage Orders     Manage Orders     Manage Schedules	
		Addrowledge Schedules in Spreadsheet	
		Manage Agreements     No data available	
		Contracts and Deliverables 1 • Manage Contracts Transaction Reports	
		Manage Deliverables     Last 30 Days	
		Review Consumption Advices      Invoices and Payments	
		Create Invoice	
4.	Click the <b>Search</b> button. This	Ameren C	〕 ┣ ـ ͡ ■
	will search for all Agreements.	Manage Agreements ③	Done
	You can also put in search	Headers Lines	
	criteria to narrow down your	Agranced Manage Watchist Saved Search     Adjourcement BU     V     Status	<b>&gt;</b>
-	search.	Supplier Sta	•
5.	Click the <b>Agreement Number</b>	Agreement	arch Reset Save
	that needs updating (This will open the Agreement).	Search Results	
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			,
6.	Click the <b>Actions</b>	TimeCards Blanket Agreement: A100222 ①	PDf Actors T Done
	dropdown and select Edit.	Est Arrowski State Stat	wiedge
		Verv D	I Document Jocument History Shange History
			Revision History
7.	You will receive a Warning	A Warning	×
	letting you know you are		
	creating a change request. Click	This action will create a change order on the document. Do you want to continue? (PO-2	055113)
	Yes.	Yes	No
8.	Enter a Description of the	Edit Change Order: 8 ①	Save 🔻 Sub <u>m</u> it Cancel
	change in the <b>Description</b> box.	Change Order: 8 Ceation Date: \$2123 Initiality Party Septem	
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14.	Click on the <b>Download</b> <b>Resources</b> button.	<b>Mameren</b>	
	This will download the	Upload Lines ⑦ Download Re	esources Sub <u>m</u> it <u>C</u> ancel
	spreadsheet where you will		
	copy and paste what you want	TimeCards Blanket Agreement A1000222	
	updated on the line level of the	Change Order 8	
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		Apply mapping	
		Continue Editing After Successful Upload Yes 🗸	
		Error Threshold	
15.	Open the <b>zip file.</b>		
		Recent Downloads	
		Recent Downloads	
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		1,523 B • Done	
10		Extract         CatalogResources (8)	
16.	Pick <b>Text Template</b> document	File Home Share View Compressed Folder Tools	
	and open it in Excel.	Documents     Supplier Registration     ReconcilationReports     Supplier Registration     ACHVE (Items will not be Moved to SharePoint)     Osupplier Registration     Supplier Registration     Supplier Registration	
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	computer open Excel then		Ratio Date modified
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	saved it.	Email attachments from Power     XML DTD.dtd     DTD File     T KS No     2 KB     Expense Receipts	71% 09/21/2023 4:51 PM
17.	When opening the text	s Text Import Wizard - Step 1 of 3 ? X	
	delimited file in Excel you will	Ic The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data.	
	get this window. Click Finish	Original data type	
	and the Excel document will	Choose the file type that best describes your data:     Delimited - Characters such as commas or tabs separate each field.	
	open.	Fixed width - Fields are aligned in columns with spaces between each field.     F	
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	Price (Column R)																
20.	Save the document as a																
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21.	When you are ready to upload		_											~		0	TD
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	Blanket Purchase Agreement	Upload L	ines ⑦									Do	wnload f	Resource	s Sub	mit <u>C</u> an	cel
	(follow steps 1-6 if needed).																
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22	Click Submit		
25.		Mameren 🗧	
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		Change Order 8	
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		Error Threshold	
24.	You will get a Confirmation	Confirmation	
	that your upload has been	Process 2352130 was submitted for draft TimeCards Blanket Agreement A1000222, Change Order 8. Check to	the upload status column for its status.
	submitted this does not mean		0 <u>K</u>
	that the change has been		
	submitted to Ameren. <b>You will</b>		
	still need to go into your		
	Blanket Purchase Agreement		
	and submit the change		
	request. Click OK		
25	Repeat Steps 3 & 4	<u>\$</u>	
		Manage Agreements ©	
20.	You will see that your Change	Haden Lize	
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	approval.		
27.	If the upload was successful,	Lines Adloss • View • Format • J E Freeze K Detech of Witap	_
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	the lines that were changed,	2 SL000010 ADMINISTRATOR-NON-BENEFIT-3-PROGRAM-TIMECARD-HOUR	TIMECARD HOUR 1.50
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	successful, you will see a		
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	point in it. You can click the		
	Actions dropdown and select		
	view errors to see what needs		
	to be fix. Repeat steps 20 – 25		
	until you have blue dots next to		
	the lines you updated.		
28.	Click the <b>Actions</b> dropdown and		
	select Edit.	Mameren 🖉	
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			Cancel Change Order
		Main	Withdraw Review Changes
		▲ General	View Change Order History

Edit Change Order: 8 🗇 View PDF Actions 🔻 Save 💌 Subgit Cancel
Change Order 8 Creation Date 9/21/23 Initiating Party Supplier * Description update pricing. Status Incomplete Initiator TIFFANY PALLME
Confirmation × Confirmation × Change order 8 for document (TimeCards Blanket Agreement) A1000222 was submitted for approval.
Ameren
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### **Version Control**

Number	Date	Purpose / Changes	Author(s)
1.0	09/28/2023	Document Creation	Tiffany Pallme